

**Report Date:** 21 May 2014

**Summary Report for Individual Task**  
**551-88H-1507**  
**Check Cargo into In-Transit Storage Area**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Transportation School, Fort Lee, VA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Assigned as a Cargo Checker/Handler given a requirement to check cargo into an in-transit storage area in an operational environment, day or night, in normal weather conditions, a completed risk assessment, safety briefing, cargo, pen or pencil, clipboard, DD Form 1384 (Transportation Control and Movement Document), and TC 4-13.17. This task should not be trained in MOPP 4.

**Standard:** Check cargo into in-transit storage area, ensuring accurate and legible entries on DD Form 1384 without injury to personnel or damage to cargo or equipment.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

Task Statements
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**Cue:** You are assigned as a Cargo Checker/Handler tasked with checking cargo into in-transit storage area.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Check the Transportation Control Number (TCN) for completeness.

a. Verify the TCN on DD Form 1384 with cargo markings.

b. Tally cargo on DD Form 1384 below the first checked tally.

c. Record proper entries on DD Form 1384 on Line 26, blocks a, b, and c, to include the bay and warehouse letter or number in block c.

2. Verify the proper posting to the DD Form 1384 (see Figure 3-36).

a. Sign DD Form 1384 in block K, Line 26.

b. Remove one copy of DD Form 1384 for turn-in to the document section.

c. Attach remaining copies of DD Form 1384 to the cargo.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT																PAGE NO. 1	
1. DOC ID <b>TXJ</b>		2. TRLR CTR		3. CONSIGNOR <b>N00604 PEARL HARBOR</b>				4. COMMODITY SPECIAL HANDLING <b>594Z9 PUMPS</b>				5. AIR DIM		6. POE <b>XE2 PEARL HARBOR</b>		7. POD <b>UM4 NSD YOKOSUKA</b>	
8. MODE <b>9</b>		9. PACK <b>CR</b>		10. TRANSPORTATION CONTROL NO. <b>N6264922060149XXX</b>				11. CONSIGNEE <b>N6249 NSD YOKOSUKA</b>				12. PRI <b>3</b>		13. RDD <b>141</b>		14. PROJ <b>123</b>	
15. DATE SHPD <b>0</b>		16. ETA <b>0</b>		17. TR ACCT <b>N125</b>		18. CARRIER		19. FLIGHT-TRUCK-VOY-DOC NO.				20. REF		21. REMARKS		22. PIECES <b>2</b>	
23. WEIGHT <b>810</b>		24. CUBE <b>36</b>		25. a. Transship Point <b>XE2</b>		b. Date Rec <b>123</b>		c. Bay Whse <b>H12</b>		d. Date Shpd <b>130</b>		e. Mode Carrier		f. Flight-Truck-Voy Doc-No. <b>P7680</b>		g. Ref	
h. Stow Loc <b>2LTF</b>		i. Split		j. Cond		k. Signature-Remarks <i>Ryan Miller</i>		26. <b>UM4</b>		b. Date Rec <b>124</b>		c. Bay Whse <b>A 17</b>		d. Date Shpd		e. Mode Carrier	
27.																<i>Lindy Ruff</i>	
28. CONSIGNEE		29. DATE RECEIVED/OFFERED (Sign)		30. CONDITION		31. REMARKS											
32. DOC ID		33. TRAILER-CONTAINER		34. CONSIGOR COMM ABBR OTHER		35. COMMODITY SPECIAL HANDLING		36. VOY NO Air Dim a. POE b.		37. POD		38. M O D E		39. TYPE PACK		40. TRANSPORTATION CONTROL NUMBER	
41. CONSIGNEE		42. P R I		43. REMARKS AND/OR Stow Loc RDD a. Proj b. Shpd c. ETA d. Tac e.		44. ADDITIONAL REMARKS OR Pieces a. Weight b. Cube c.											

DD FORM 1384, OCT 2000

PREVIOUS EDITIONS MAY BE USED.

Figure 3-36

Sample of DD Form 1384 (Transportation and Control Movement Document)

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance steps are passed (P). Score the Soldier NO-GO if any performance step is failed (F). If the Soldier fails any step, show what was done wrong and how to do it correctly.

**Evaluation Preparation:** Ensure that all materials required to perform the task are available. Tell the Soldier that he/she will be evaluated on checking cargo into in-transit storage area.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Checked the Transportation Control Number (TCN) for completeness.			
2. Verified the proper posting to the DD Form 1384.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	DD FORM 1384	Transportation Control and Movement Document	Yes	No
	TC 4-13.17	Cargo Specialist's Handbook	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

AR 200-1 delineates TRADOC responsibilities to integrate environmental requirements across DOTMLPF and ensures all training procedures, training manuals, and training doctrine includes sound environmental practices and considerations. The Army's environmental vision is to be a national leader in environmental and natural resource stewardship for present and future generations as an integral part of all Army missions. Environmental protection is never completed. Continuously be alert to ways to protect our environment and reduce waste.

Leaders must ensure that their unit has an active and strong environmental program. They must understand the laws and know what actions to take. Leaders bring focus, direction, and commitment to environmental protection. They should ensure the following environmental programs are in place and are being maintained:

- Hazardous materials program.
- Hazardous waste program.
- Hazardous communications program.
- Pollution prevention and hazardous waste minimization recycling program.
- Spill prevention and response plan program.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

All Soldiers and leaders must maintain a proactive posture towards safety in day-to-day operations. The need for total commitment to safety should be evident to commanders, senior soldiers, and their subordinates. The importance of safety is intensified for personnel conducting cargo checking operations. Safety awareness is most effective at three levels: command, leader, and individual. Observe all Warnings and Cautions and remain aware of unstable cargo and loads.

All operations will be performed to protect and preserve Army personnel and property against accidental loss. Procedures will provide for public safety incidental to Army operations and activities and safe and healthful workplaces, procedures, and equipment. Observe all safety and/or environment precautions regarding electricity, cable, and lines. Provide ventilation for exhaust fumes during equipment operation and use hearing protection when required IAW AR 385-10, the Clean Air Act (CAA) and the CAA amendments, and the OSHA Hazard Communication standard.

Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources. Decision makers at every level will employ risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property affiliated with this task.

- (a) Take personal responsibility.
- (b) Practice safe operations.
- (c) Recognize unsafe acts and conditions.
- (d) Take action to prevent accidents.
- (e) Report unsafe acts and conditions.
- (f) Work as a team.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
551-88H-1516	Tally Cargo	551 - Transportation (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
551-88H-3506	Inspect Cargo Checker's Tally for Correctness	551 - Transportation (Individual)	Approved
551-88H-3506	Inspect Cargo Checker's Tally for Correctness	551 - Transportation (Individual)	Superseded
551-88H-1516	Tally Cargo	551 - Transportation (Individual)	Reviewed

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
55-5-0032	Provide Cargo Documentation Support for the Import of Unit Equipment and Supplies	55 - Transportation (Collective)	Approved
55-5-0037	Provide In-Transit Visibility	55 - Transportation (Collective)	Approved
55-5-0033	Provide Cargo Documentation Support for the Export of Unit Equipment and Supplies	55 - Transportation (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
MOS 88H - CARGO SPECIALIST SL4	Enlisted	MOS: 88H, Skill Level: SL4, Duty Pos: TGI
MOS 88H - CARGO SPECIALIST SL1	Enlisted	MOS: 88H, Skill Level: SL1, Duty Pos: TAZ
MOS 88H - CARGO SPECIALIST SL2	Enlisted	MOS: 88H, Skill Level: SL2, Duty Pos: ABW
MOS 88H - CARGO SPECIALIST SL3	Enlisted	MOS: 88H, Skill Level: SL3, Duty Pos: TBA